



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GLORIA J. JEFF
DIRECTOR

February 24, 2005

TO: ALL LOCAL AGENICES

Documents submitted to Local Agency Programs for Review
Must be in Microsoft Word format

In prior years, the Michigan Department of Transportation (MDOT) has used Corel Word Perfect as their preferred word processing format. In 2004, MDOT made a decision to convert to Microsoft Word as the word processing format for all internal and external correspondence. As a result, the licenses for Corel Word Perfect were not renewed. Therefore, we no longer have the Corel Word Perfect software available on our computers.

This letter will serve to inform our external customers to provide documents or correspondence either in a hard copy format or convert the file to a Microsoft Word format when sending by e-mail or submitting documents on a disk. This can be done very simply in Corel Word Perfect by saving the document as a Microsoft Word document prior to transmitting it.

We hope by providing you notice of this change, we can eliminate unnecessary delays in processing projects due to our inability to open or read the correspondence electronically.

Sincerely,

Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs